



United States Government

Department of Energy

# memorandum

 Carlsbad Field Office  
 Carlsbad, New Mexico 88221


DATE: February 16, 2005

REPLY TO  
ATTN OF: CBFO:QA:MLC:LC:05-0354:UFC:2300

SUBJECT: Audit (A-05-04) of the Performance Demonstration Program

TO: Kerry Watson, Office of Characterization and Transportation, Office Director

Please be advised that a team of auditors and technical specialists from the Carlsbad Field Office (CBFO) will conduct an audit of the Performance Demonstration Program (PDP) on March 14-25. The following schedule has been coordinated with the affected parties:

March 14, 2005	PDP Program Management and PDP Headspace Gas (HSG) Cliff Watkins, Portage, Richland, WA
March 16, 2005	PDP RCRA Constituent Analysis Berta Oates, Portage, Pleasant View, UT
March 18, 2005	PDP Nondestructive Assay (NDA) Kerry Martin, Portage, Idaho Falls, ID
March 22-24, 2005	PDP Program Overview Mike Brown, CBFO, and Cliff Watkins, Portage, Carlsbad, NM

The audit will be conducted in accordance with the attached audit plan. CBFO requests that the affected personnel and organizations provide the audit team with the necessary support to gain access to their facilities, space to conduct meetings, cognizant personnel to support the audit, and access to documentation and records that support the PDP.

If you have questions concerning the audit, please contact me at (505) 234-7442.

M. Lea Chism  
Quality Assurance Specialist

Attachments



Kerry Watson

-2-

February 16, 2005

cc: w/attachments

A. Holland, CBFO \*ED  
M. Brown, CBFO ED  
L. Chism, CBFO ED  
S. Zappe, NMED ED  
M. Eagle, EPA ED  
C. Watkins, CTAC ED  
B. Oates, CTAC ED  
K. Martin, CTAC ED  
N. Frank, CTAC ED  
S. Tanner, CTAC ED  
CBFO M&RC  
CBFO QA File

\*ED denotes electronic distribution

**CARLSBAD FIELD OFFICE AUDIT PLAN****Audit Number:** CBFO A-05-04**Organization:** Program Overview at DOE/CBFO in Carlsbad, NM  
Mike Brown, Transportation Packaging Manager

Performance Demonstration Program at the following locations:

Program Management at Richland, WA  
Headspace Gas (HSG) at Richland, WACliff Watkins, CTAC, PDP Program Manager and HSG  
Program Coordinator, Richland, WARCRA Constituent Analysis at Pleasant View, UT  
Berta Oates, CTAC RCRA Program Coordinator, Pleasant  
View, UTNondestructive Assay at Idaho Falls, ID  
Kerry Martin, CTAC, NDA Program Coordinator**Scheduled Date and Location of Audit:**

March 14, 2005	Richland, WA PDP Program Management and PDP HSG Cliff Watkins
March 16, 2005	Pleasant View, UT PDP RCRA - Berta Oates
March 18, 2005	Idaho Falls, ID PDP NDA Kerry Martin
March 22, 2005	CBFO in Carlsbad, NM PDP Program Overview Mike Brown and Cliff Watkins
<b>Audit Team:</b>	Norman C. Frank      Audit Team Leader, CBFO/CTAC B.J. Verret          Auditor, CBFO/CTAC
<b>Observers:</b>	Mike Eagle            EPA, Inspector for the NDA portion of the audit

**Audit Scope:** The audit will evaluate the adequacy, implementation, and effectiveness of the management controls for the Performance Demonstration Program. Areas for evaluation will include Headspace Gases, RCRA Constituent Analysis (VOC, SVOC and Metals), and Nondestructive Assay. Also included are the PDP Coordinator records of implementation for NDA, HSG, and RCRA Constituents including traceability of standards, records, and training.

**Governing Documents/Requirements:**

Evaluation of the Performance Demonstration Program will be based on the current revisions of the following documents:

*DOE/CBFO-01-3107, Performance Demonstration Program Management Plan*

*DOE/CBFO-95-1076, Performance Demonstration Program Plan for Analysis of Simulated Headspace Gases*

*DOE/CBFO-95-1077, Performance Demonstration Program Plan for RCRA Constituent Analysis of Solidified Wastes*

*DOE/CBFO-01-1005, Performance Demonstration Program Plan Nondestructive Assay of Drummed Wastes for The TRU Waste Characterization Program*

*DOE/CBFO-01-1006, Performance Demonstration Program Plan for Nondestructive Assay of Boxed Wastes for the TRU Waste Characterization Program*

CTAC implementing procedures

**Activities to be Audited:**

This audit will cover work done by the DOE/CBFO and the Program Coordinators including development of Headspace Gas and RCRA constituent samples, distribution to various participants, receipt and scoring of the results, training, and records management.

The applicable portions of the PDP Plans for each PDP will form the basis of the audit.

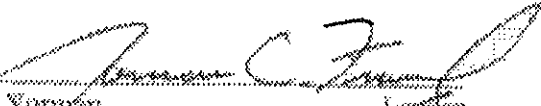
**Preaudit and Postaudit Conference Dates, Times, and Locations:**

	<u>Preaudit</u>	<u>Postaudit</u>
Richland, WA	March 14, 2005, 8:00 a.m.	March 14, 2005, 4:00 p.m.
Pleasant View, UT	March 16, 2005, 8:00 a.m.	March 16, 2005, 2:00 p.m.

Idaho Falls, ID                      March 18, 2005, 8:00 a.m.      March 18, 2005, 3:00 p.m.

Carlsbad, NM                      March 22, 2005, 8:00 a.m.      March 24, 2005, 4:00 p.m.

Auditing activities will commence immediately after the preaudit conferences.

Prepared By:   
Norman Lester

Date: 2/14/05

Approved By:   
Ava L. Holland, CBFO Quality Assurance Manager

Date: 2/16/05